

# **Commercial Correspondence**

## **OFFERS**

# What is an offer?

An offer is a business letter to sell a good/ goods on stated terms and conditions.

# How many types of offers?

- Firm offer
- Free offer (offer without engagement)

# How many types of offers?

## – Firm offer:

- + Usually made to one buyer
- + Without sales confirmation
- + With time validity

## – Free offer:

- + Made to many buyers
- + The transaction is made only when suppliers send their sales confirmation
- + No time validity

# How to write an offer?

- **Opening:** Express thanks for the enquiry

Express pleasure in offering

- **Message:** Mention 7 terms and conditions at least

More terms and conditions with machines (technical documents and warranty)

- **Ending:** Express hope for orders and future business

# Opening

## – Free offer:

- Eg: + *We thank you very much for your enquiry dated / of.... asking for/ for ...and are happy/ glad/ pleased to make you an offer on the following terms and conditions:*
- + *We ... and take great pleasure in making you an offer.*

## – Firm offer:

- Eg: + *We thank you ... to make you an offer which is valid until October 200... on the following terms and conditions:*
- + *..... and take pleasure in offering firm until December 200...*

# Opening

## Useful expressions for a firm offer:

- *We are pleased to make you an offer which is valid until...*
- *We are pleased to offer firm until.....*
- *This offer remains open for acceptance within 15 days.*
- *This offer is firm for 20 days*
- *This offer is subject to acceptance within ...*
- *This offer is valid until....*

# Message

## **1. Names of goods/ Commodity:**

Eg: *woolen sweaters*

*Washing machine TD 236*

## **2. Quality and specifications:**

*As per enclosed catalogue No. 234/DL*

## **3. Quantity: 1,000 pieces/ units**

## **4. Price: - Unit price is ..... including packing** **- Total value/amount:**



# Message

5. **Packing:** *in customary export packing/ in seaworthy cases*
6. **Delivery:** *in one lot/ shipment in the middle of December 200..*
7. **Payment:** *is to be made/ effected in US dollar/ pound sterling by an irrevocable letter of credit at sight/ at 60 days' sight to be opened at/ through/ by the Bank for Foreign Trade of Vietnam (Vietcombank) 15 days prior to the /shipment, valid for 45 days to the account of Lloyd's Bank, London, in favour of the seller for the total value of the goods to be shipped.*
8. **Technical documents:** *2 copies of user's manual to be supplied with each unit of goods*
9. **Warranty:** *12 months from use or 18 months from dispatch/despatch*

# Ending

- Express hope for orders and future business
- Eg:
  - + *We assure that any of your orders will be given our best attention.*
  - + *We look forward to the opportunity of doing business with you.*
  - + *We look forward to the opportunity of being of service to you*
  - + *We look forward to your order soon/ your early order.*

- Cảm ơn thư hỏi hàng 9 tháng 11 năm 2009 hỏi mua hạt vừng đen,
- Chào bán theo những điều kiện và điều khoản sau:
- Tên hàng: hạt vừng đen xuất xứ Việt nam
- Quy cách phẩm chất: độ ẩm tối đa: 7.5%. Tạp chất tối đa: 0.5%. Các loại hạt khác màu: 2%
- Khối lượng: 100 mét tấn. Dung sai: 5% do người bán chọn
- Đóng gói: hàng hóa được đóng gói trong bao đay mới, trọng lượng tịnh mỗi bao 50kg, thích hợp với việc vận chuyển bằng đường biển và bốc xếp chịu va đập mạnh
- Ký mã hiệu: theo chỉ dẫn của người mua và sẽ thông báo sau với người bán
- Giá: □ơn giá: \$ 618/MT, FOB cảng Sài Gòn. Tổng giá: 61,800\$. Viết bằng chữ:.....
- Giao hàng: chậm nhất là ngày 10 tháng 12 năm 2009. Không được phép giao hàng từng phần
- Thanh toán bằng thư tín dụng hủy ngang, trả tiền ngay do người mua mở cho người bán hưởng qua ngân hàng Hong Kong 16 ngày trước ngày giao hàng, có giá trị trong vòng 45 ngày, cho toàn bộ trị giá giao hàng sẽ được giao.
- Chào hàng này phải được chấp nhận trong vòng 5 ngày tới. Sau thời gian này, chào hàng sẽ tự động hủy.

We thank you for your enquiry dated 9th November 2009, in which you asked for black sesame seeds and have great pleasure in making you an offer on the following terms and conditions:

1. Commodity: black sesame seeds of Vietnam origin/ Vietnamese black sesame seeds
2. Specifications: Humidity: 7.5% max  
Foreign matters: 0.5% max  
Other color seeds/ Seeds of other colours: 2% max
3. Quantity: 100MT, more or less / +/- 5% at the seller's options
4. Packing: in new jute bags of 50 kg net each, suitable for sea transportation and rough handling
5. Marking: According to the instructions to be advised by the buyers to the seller later

7. Price: Unit price: \$ 618/MT, FOB Hai Phong Port

Total amount: \$ 61,800

In words/say: sixty eight thousands and eight hundreds US dollars

8. Delivery: to be made (to be effected) by (not later than) 10th December 2009

Partial shipments are not allowed

9. Payment: By irrevocable L/C, at sight, to be opened by the buyer in favor of the sellers, at Hong Kong bank, 16 days before/prior to the shipment/ delivery valid for 45days for the total value of goods to be shipped.

Please be noted that this offer is subject to acceptance within the next 5 days. After this period, it will be automatically cancelled.